

# **MEETING OF THE DODGE COUNTY FINANCE COMMITTEE**

June 12, 2018, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Dodge County Treasurer Patti Hilker; Dodge County Highway Commissioner Brian Field; ERP Project Director Ross Winklbauer; County Board Chairman Russell Kottke; County Board Supervisor Kira Sheahan-Malloy; County Board Supervisor Jeff Berres; and County Board Supervisor Dennis Schmidt.

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: Kira Sheahan-Malloy, Jeff Berres, and Dennis Schmidt.

There was no public comment.

Motion by Caine, seconded by Benter to approve the May 8, 2018 minutes, as presented. Motion carried.

ERP Project Director Ross Winklbauer provided an update on the ERP Project. Mr. Winklbauer reviewed the June Schedule of Events that was included in the Finance Committee packet materials, and reported the following:

- Project and Grant Accounting was reviewed at the end of May 2018;
- Limited Payroll was reviewed the week of June 4, 2018;
- Purchasing is the topic of review for June 12, 2018;
- Work Orders are Highway Department specific, and will be reviewed at the end of June 2018, along with Inventory;
- In the process of getting the Chart of Accounts ready for testing.

Supervisor Guckenberger requested that the Finance Committee be notified if the ERP project is delayed. County Administrator Jim Mielke commented that the go live date for the ERP project is scheduled for May 1, 2019, and this is not to be extended.

Supervisor Frohling provided an oral report to the Committee regarding his attendance at the White House Summit that was held on May 23, 2018, in Washington D.C. Supervisor Frohling reported that Supervisor Cathy Houchin was also in attendance. Supervisor Frohling further reported that representatives from the Department of Intergovernmental Affairs were in attendance, and there were nine (9) speakers that spoke on some of the following topics: securing the border, DACA, prevention of drug abuse with veterans, dependency on the welfare system, emphasis on the value of work, streamlining of permitting systems in regards to the

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Department of Transportation, support for agriculture, making HUD more sustainable, and opioid policies.

A Resolution Authorizing a General Fund Transfer for Security Glass at the Henry Dodge Office Building and Administration Buildings. The Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$41,000. Mr. Mielke reported that the Building Committee approved the Resolution at their June 7, 2018 meeting, and the expenditure is not included in the 2018 adopted budget. Mr. Mielke further commented that there was concern for building safety, and that is the reason for the installation of security glass. It was a consensus of the Committee to approve the Resolution, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk.

A Resolution to Amend the 2018 Dodge County Human Services and Health Department for the Comprehensive Community Services (CCS) Program. The Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$1,850,000. Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper reported that an analysis was completed, and it was determined that there was an excess of Medicaid revenues, and the excess revenues will be used to pay for contractual services for the CCS Program. Supervisor Guckenberger asked if there is a document that shows an accurate reflection of actual budget. Finance Director Julie Kolp answered that the JD Edwards system does not show the actual budget. It was a consensus of the Committee to approve the Resolution, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk.

A Resolution to amend the 2018 Human Services and Health Department Budget for the Opioid Methamphetamine Treatment Center Grant. The Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$666,000. There was no discussion. It was a consensus of the Committee to approve the Resolution, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk.

Supervisor Frohling reported on the fiscal impact vs. budget impact that appears on Resolutions. Supervisor Frohling reported that on September 12, 2017, the Finance Committee approved a change to the fiscal note, and to revisit in six (6) months or a year, and there continues to be ongoing discussions on the fiscal impact notation that appears on Resolutions. Supervisor Frohling further reported that this will be an item for discussion on a future Finance Committee agenda.

Dodge County Chief Deputy Sheriff Scott Mittelstadt provided an oral report to the Committee regarding a request to use Jail Improvement Funds in the amount of \$5,580.00 for the purchase of UHF portable radios. Mr. Mittelstadt reported that the purchase of the UHF portable radios is included in the 2018 budget, and ten (10) radios will be purchased, and four (4) of the ten (10) radios that are being purchased are for the Physical Facilities Department. Motion by Schaefer,

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seconded by Caine to authorize the use of Jail Improvement Funds for the purchase of UHF portable radios, and authorize the payment of vouchers. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding a contingency fund transfer request in the amount of \$31,500 for drain pipe repair at the Dodge County Courthouse. Mr. Mielke reported that the request to use contingency funds is to repair water damage at the Dodge County Courthouse. Mr. Mielke further reported that quotes were received from Maas Brothers Construction, with a not to exceed amount of \$19,600.00, and Monona Plumbing & Fire Protection in the amount of \$11,740.62. Motion by Caine, seconded by Schaefer to authorize the contingent fund transfer in the amount of \$31,500 for the purpose of drain pipe repair at the Dodge County Courthouse, and authorize the payment of vouchers. Motion carried.

Ms. Monica Hooper reported on Client Billing and Collection. Ms. Monica Hooper reported the following:

- April 2018 billing run has been completed;
- Patient statements have been mailed;
- May 2018 billing run will begin this week;
- Human Services and Health Department have weekly status calls with the Joxel Group;
- The Joxel Group will be onsite on June 26, 2018;
- Homework assigned to Dodge County by the Joxel Group has been completed;
- Overall engagement with the Joxel Group is going well.

Ms. Kolp reported that she has no new information regarding the Internal Revenue Service (IRS) penalty.

Ms. Kolp provided an overview of some of the following job related duties that Purchasing Agent Jamie Beckwith has been involved with:

- Department interviews;
- Purchasing responsibilities related to ERP;
- One-day job shadow opportunity in Washington County;
- Working on Amazon Business Account.

Dodge County Treasurer Patti Hilker provided an oral update on the US Bank implementation.

Ms. Hilker provided a document to the Committee members entitled *June 12, 2018 BANKING UPDATE*. Ms. Hilker reviewed the document and what has been accomplished so far:

- SinglePoint webpage has been created, and training is the week of June 11, 2018. Ms. Hilker reported that four (4) administrators have been set up: herself, Chief Deputy Treasurer Ann Hammann, Julie Kolp, and Senior Accountant Makenzie Drays;
- General Checking and all other checking accounts have been set up, but are not in use yet; On-Line Wire Transfer Service has been implemented but not in use yet;
- Check Scanning Equipment has been received, and the Treasurer's office is working on procedures;

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- U.S. Bank will work with departments in setting up U.S. Bank merchant services for credit card processing;
- ACH Services are close to completion;

Ms. Hilker reviewed what still needs to be accomplished:

- Set up users on SinglePoint;
- Set up account for cash deposits, and set up of daily automatic withdrawal;
- Identify Electronic Deposits coming into Landmark Credit Union and change to U.S. Bank, and this will be an ongoing process.

Ms. Kolp provided a status of the 2017 Financial Audit. Ms. Kolp reported that Johnson Block is in the process of completing an analysis of the General Fund. Ms. Kolp reported that the Non-Spendable Funds, the Restricted Funds, the Committed Funds and the Assigned Funds have all decreased, and she has no figures for the Unassigned Funds. Mr. Mielke commented that Johnson Block will present to the Finance Committee at their July 2018 meeting, and present to the County Board at their July 17, 2018 meeting.

Mr. Mielke provided an oral update regarding the proposed Health Insurance Consortium. Mr. Mielke provided the following timeline:

- Vendors Proposal due date is June 13, 2018;
- Entities next meeting to begin analysis of vendor proposals – June 18, 2018;
- Human Resources Committee meets on June 19, 2018.

Mr. Mielke provided an oral report to the Committee regarding the Capital Improvement Plan (CIP). Mr. Mielke reported that the Five (5) Year Capital Improvement Plan (CIP) instructions were distributed to department heads on June 12, 2018, and responses are due by June 27, 2018. Mr. Mielke further reported that the Finance Committee will review the CIP at their August 2018 meeting, followed by a Resolution to be presented to the County Board at the September 2018 meeting. Mr. Mielke commented that in the 2019 budget, equipment purchases exceeding \$50,000 will be itemized.

The Committee had a discussion regarding 2019 spending priorities. Mr. Mielke commented that each department works together to meet the needs of the county. Supervisor Frohling commented that the Finance Committee provides department heads and Mr. Mielke with guidance on the priorities of the constituents. Supervisor Guckenberger suggested evaluating programs that are currently offered by Dodge County.

The Committee had a discussion regarding the Dodge County Detention Center Jail Revenue/Expenditure Analysis. Mr. Mielke reported there will be additional information provided in the County Board packet materials for the June 19, 2018 County Board meeting. Mr. Mielke further reported that a possible option would be to consult with an outside agency to perform an analysis.

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Mr. Mielke reported that documents were included in the Finance Committee packet materials regarding Dodge County Indebtedness to address questions raised at the May 15, 2018 County Board meeting. Mr. Mielke further reported that debt service is first priority.

There was no discussion on the Statement of the Dodge County Treasurer, County Investments, and the County Sales and Use Tax Revenue Report.

Ms. Kolp reported that the Intra-Department Fund Transfer Request and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only.

- Active Shooter Exercise Grant – Emergency Management Department;
- Opioid Grant – Human Services and Health Department;
- Reclass Revenue Account – Human Services and Health Department;
- CJSS Documenting System – Sheriff's Office;
- Tasers – Sheriff's Office.

There was no discussion on the Dodge County Vouchers \$10,000 or More Report.

The next regular meeting is scheduled for Tuesday, July 10, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:45 a.m.



Ed Benter,  
Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**